

July 10, 2006

Procedure for Approving and Sharing EHAC Recommendations

1. CMH staff will search the minutes of EHAC meetings for comments that could be EHAC recommendations and highlight them in bold print in the EHAC Minutes.
2. CMH staff will add the recommendations to the document, "EHAC Action Items and Recommendations" as draft.
3. The EHAC Executive Committee will review the recommendations listed in the file called, "EHAC Action Items and Recommendations".
4. If an Executive Committee member agrees with a recommendation listed, he/she will mark it "yes" in the column labeled, "Written recommendation approved?". If the Executive Committee member does not agree, he/she will mark it "no". If he/she would like the recommendation reworded, he/she will write the way he/she would like it to be changed.
5. Executive Committee members will send their comments to CMH staff by email, fax, mail or in-person.
6. CMH will post recommendations that have been approved by all three Executive Committee members to the CMH website and send notice of these recommendations to programs who might implement them.
7. If some Executive Committee members don't agree with certain recommendations or want them reworded, CMH staff will follow up with the Executive Committee before posting the controversial recommendation.